

MEDICAID ANALYST

Code No: 4-01-039

COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is a technical position in a school district responsible for overseeing eligibility for federal Medicaid reimbursement. The duties involve ensuring compliance with Medicaid rules and policies by providing staff training; auditing billing submissions and reports, and developing and implementing policies in order to make system improvements. The employee reports directly to, and works under the general supervision of, a higher level staff member. Supervision may be exercised over a clerical and/or technical staff. Does related work as needed.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other activities may be performed although not listed.)

Develops and implements systems to track and record services delivered to students as specified by Individual Education Plans (IEP's);

Identifies revenue sources for reimbursement of service provided to Medicaid eligible students;

Plans and implements strategies to ensure compliance with Medicaid rules and policy while maximizing reimbursement, with assistance from legal counsel;

Supervises or oversees regular and temporary clerical and technical staff in completing reimbursement forms, bills, and receivables;

Acts as liaison to the New York State Department of Health on all Medicaid issues;

Analyzes claim processing to increase efficiency of claim processing and maximize revenue;

Develops record retention policies and ensures that records are properly catalogued and stored according to those policies.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of current eligibility requirements of Medicaid and criteria established by Medicare; good knowledge of applicable laws, rules and regulations; good knowledge of employer's policies relating to Medicaid reimbursement; ability to organize information into reports; ability to make determinants based on financial data; ability to develop procedures and system improvements related to the Medicaid reimbursement process at an agency; ability to plan and implement strategies to ensure compliance with Medicaid rules and policy while maximizing reimbursement; ability to develop and conduct training; ability to comprehend, organize, and report financial data; ability to identify revenue sources; ability to monitor related services provided; ability to determine if billing is complete and accurate; ability to audit complex materials for a high degree of accuracy; ability to make financial projections; ability to make decisions; ability to establish and maintain effective working relationships; ability to communicate effectively both orally and in writing; analytical ability; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma, plus EITHER:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Accounting, Finance, Business Administration, or Business Management ; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with an

Associate's degree in one of the fields mentioned in (A) above plus two (2) years of full-time or its part-time equivalent experience either supervising or participating in one of the following: the development and submission of Medicaid reimbursement forms, the auditing of Medicaid reimbursement forms, or the development of policies or procedures relating to Medicaid reimbursement; OR,

(C) Any equivalent combination of training and experience as described by the limits of (A) and (B) above.

SPECIAL REQUIREMENTS:

If you are appointed, you will be required to have a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the job.

Depending on the position duties, candidates for employment with the Monroe County Government will be required to pass a pre-employment drug test.

ADOPTED: February 9, 1995

REVISED: May 9, 1996

REVISED: March 5, 2009

ADDITIONAL INFORMATION:

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.